



**DEPARTMENT OF THE ARMY**  
FAMILY AND MORALE, WELFARE AND RECREATION COMMAND  
US ARMY INSTALLATION MANAGEMENT COMMAND  
4700 KING STREET  
ALEXANDRIA VA 22302-4407

IMWR-HRL

12 June 2008

MEMORANDUM FOR

DEPUTY COMMANDING GENERAL, INSTALLATION MANAGEMENT COMMAND,  
2511 JEFFERSON DAVIS HIGHWAY, ARLINGTON, VA 22202-3926  
ASSISTANT DEPUTY CHIEF OF STAFF, G-1 (CIVILIAN PERSONNEL), 300 ARMY  
PENTAGON, WASHINGTON, DC 20310-0300

SUBJECT: Central Funding of Permanent Duty Travel (PDT) for Nonappropriated Fund (NAF) NF-5 and Senior NF-4 Morale, Welfare and Recreation (MWR) and Career Field 51 Positions

1. References:

a. Change 505, 1 Nov 07, to Volume 2, Department of Defense, Civilian Personnel, Joint Travel Regulations.

b. Army Regulation 215-3, Morale, Welfare, and Recreation, Nonappropriated Funds Personnel Policy, 29 Aug 03.

c. Memorandum, Family and Morale, Welfare and Recreation Command (FMWRC), IMWR-HRL, 28 Jan 08, Subject: SAB.

2. Effective Jan 08, in addition to centrally funding Permanent Duty Travel (PDT) moves for NF-5 MWR and Career Field 51 Leader Development / Assignment Program (LDAP) positions, the FMWRC will also centrally fund PDT moves for designated senior NF-4 positions.

3. To assist Garrisons in selecting and providing upward mobility to the best-qualified candidates, the MWR Board of Directors approved centralized funding of PDT moves beginning in FY05 with a staggered implementation plan for NF-5 and NF-4 payband levels.

4. Accordingly, FMWRC will centrally fund the Permanent Change of Station (PCS) Orders in accordance with reference 1.a. above for those candidates selected for positions in Fund Type Code 1 (MWR – Garrison, Region, HQDA), Code 8 (Recreation Machine Fund), and Code D (Armed Forces Recreation Centers). PDT costs for other Nonappropriated Fund Instrumentalities (e.g., Army Lodging) will be funded by the applicable fund.

IMWR-HRL

SUBJECT: Central Funding of Permanent Duty Travel (PDT) for Nonappropriated Fund (NAF) NF-5 and Senior NF-4 Morale, Welfare and Recreation (MWR) and Career Field 51 Positions

5. Central funding of PDT moves is limited to those candidates selected from a referral list issued by the Army NAF Career Referral Program Office or by a non-competitive reassignment approved by the FMWRC Commander or designee.

6. The FMWRC will not centrally fund:

a. PCS costs that are covered under an existing government transportation agreement (i.e., military family member, retired military, civilian family member, etc.). FMWRC will, however, pay for those authorized PCS expenses that are not covered under the existing transportation agreement (e.g., real estate reimbursement).

b. PCS costs for relocation eligible candidates from Base Realignment and Closure (BRAC) installations.

7. The procedures for PDT central funding are as follows:

a. After a candidate is selected, the gaining NAF Human Resource Office (HRO) will send the completed DA Form 4985 (NAF Referral and Selection List) and verification form (enclosed) to the Leader Development Office, Human Resources Directorate, FMWRC. The gaining NAF HRO is responsible for verifying the reimbursement eligibility of the selected candidate IAW the established criteria.

b. The Leader Development Office, Human Resources Directorate, FMWRC, will verify the eligibility and approve funding for authorized PDT moves.

c. If the selected candidate is traveling under an existing transportation agreement, the losing NAF HRO will prepare the PCS orders. If the employee is not under an existing transportation agreement, FMWRC will prepare the PCS orders.

8. Questions concerning procedural guidance and requests for assistance may be directed to Ms. Dora M. Cordova, at COM: 703-681-0642 / DSN: 761-0642, FAX: 703-681-1455, or e-mail at [Dora.Cordova@conus.army.mil](mailto:Dora.Cordova@conus.army.mil).

9. This memorandum supersedes reference 1c.

Encl

  
JOHN D. JOHNSON  
Brigadier General, USA  
Deputy Commanding General

IMWR-HRL

SUBJECT: Central Funding of Permanent Duty Travel (PDT) for Nonappropriated Fund (NAF) NF-5 and Senior NF-4 Morale, Welfare and Recreation (MWR) and Career Field 51 Positions

CF:

REGION DIRECTORS, INSTALLATION MANAGEMENT COMMAND

DIRECTORS, FAMILY AND MORALE, WELFARE AND RECREATION COMMAND